



EEO OFFICERS ANNUAL ON-LINE TRAINING

Presented by
Affirmative Action Program

Post Training Assessment Notice

Upon completion of this training session, a post training assessment is required to verify and document that the training has been successfully accomplished.

This link will take you directly to the post assessment:

<https://www.tn.gov/tdot/civil-rights/affirmative-action-program/affirmative-action-training/eeo-training-assessment>



Training Objective

To assist Contractors and Subcontractors in complying with Federal EEO requirements on all Federal-Aid Highway Construction Projects.

Name, Position

Date



Contractors and Subcontractors

Must comply with the following:

Non-Discrimination Contract Provisions

FHWA 1273

1. EEO Policy Statement;
2. EEO Officer;
3. Dissemination of Policy;
4. Recruitment;
5. Personnel Actions;
6. Training and Promotion;
7. Unions;
8. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment, and
9. Records and Reports.

EEO Policy Statement

The contractor will accept the following statement as it's operating policy:

“It is the policy of this Company to assure that applicants are employed, and that employees are treated fair during employment, **without** regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.”

EEO OFFICER

The Contractor will designate, and make known to the Affirmative Action Program staff, its EEO Officer.

This officer must have authority to effectively administer the Contractor's EEO Program.

Dissemination of Policy

All staff authorized to hire, supervise, promote, and discharge employees, or who are substantially involved in such action(s) will:

1. Know and fully adhere to and implement the contractual EEO obligations in all employment actions;
2. Attend EEO meetings prior to start of work and at least every six months;
3. Ensure the posting of the EEO Policy, and
4. Discuss the EEO Policy with employees.

An Equal Opportunity Employer

- Advertisements will be placed in publications having a large circulation among minority and female groups.
- Organizations should be contacted that are likely to yield minority and female applicants.
- Advertisements will include the notation “An Equal Opportunity Employer.” (Do not use initials (EOE) in lieu of the notation).

Personnel Actions

Wages, working conditions, and employment benefits **shall** be without regard to race, color, religion, sex, national origin, age or disability:

1. Contractor will conduct periodic inspections;
2. Contractor will periodically evaluate wages;
3. Contractor will review personnel actions, and
4. Contractor will promptly investigate all complaints of alleged discrimination.

Training and Promotion

The contractor will assist in locating, qualifying, and improving the skills of minorities and female employees.

- An On-the-Job Training Program is required on all federal aid projects that are \$10,000 or more.
- Advise employees/applicants of program availability and entrance requirements.
- Annually review and document training and promotional potential of minority and female employees.
- Encourage eligible employees to apply training and promotional opportunities.

Records

The contractor **shall** keep records necessary to document EEO compliance such as:

1. Logs must be kept for all applicants;
2. All recruitment efforts made;
3. All such records must be retained for at least 3 years and be available for inspection, and
4. In the event the records are being reviewed or involved in any corrective action, the records will be maintained until the process has been completed.

Form FHWA 1391 Report

1. Contractors and Subcontractors must annually submit a completed FHWA Form 1391 for the last full work week in July and as part of the required documentation during a Contract Compliance Review.
2. The necessary forms and instructions are provided on the Affirmative Action website.
3. Form 1391 must be mailed in Microsoft Excel format to AA.CC@TN.GOV

Non-segregated Facilities

By submission of the bid, the company certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments.

The company does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

NONCOMPLIANCE WITH OJT GOALS

When a Contractor/Subcontractor becomes aware that an OJT goal may not be met, immediate contact must be made to the Affirmative Action Program Staff for assistance.

If a Contractor/Subcontractor is found to be in noncompliance, they may be required to appear before a Good Faith Efforts Committee.

Useful Resources

The Contractor's Technical Assistance Guide

On-The-Job Training Program Manual and the

On-The-Job Training Assessment

Can be found at:

<https://www.tn.gov/tdot/civil-rights/affirmative-action-program>

Post Training Assessment

The assessment may be accessed at:

<https://www.tn.gov/tdot/civil-rights/affirmative-action-program/affirmative-action-training/eo-training-assessment>

Open the assessment in Microsoft Word. After completion, email the document as an attachment to AA.CC@TN.GOV

A Certificate of Completion will issued once you have successfully completed the training.

Any questions should be addressed to:

AFFIRMATIVE ACTION PROGRAM
505 Deaderick Street, Suite 1800
James K. Polk Building
Nashville, TN 37243

AA.CC@TN.Gov

615.741.5996

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